

VILLAGE OF HIGHLAND HILLS

JOB POSTING

August 31, 2022

POSITION TITLE: DIR. PUBLIC WORKS
DEPARTMENT: PUBLIC WORKS
FT/PT Status: FULL-TIME/PART-TIME

CLASSIFICATION NO.:
SALARY: TBD
REPORTS TO: MAYOR

JOB SUMMARY:

The public works director is responsible for all personnel within the public works department including, but not limited to day-to-day maintenance of the Villages infrastructure services such as sewer maintenance and facility operation, sanitation, street maintenance, city storm and sanitary sewer operations, emergency response for snow and ice removal, flood, and severe weather mitigation. Manages the activities, projects, and operations of the Village public works department as well as the cleanliness, sanitary conditions, and appearance of the Village.

ESSENTIAL JOB FUNCTIONS:

- Supervises public works personnel; directs staff to ensure work completion and maintenance of standards.
- Performs budget monitoring functions
- Researches and makes recommendations for village equipment purchases.
- Submits all department requisitions and purchase order for approval.
- Assigns, reviews, counsel and evaluates work performance.
- Provides training and instruction.
- Ability to perform all duties in public works.
- Responds to the concerns of the residents; offer assistance and or guidance. Maintains communication with all residents to continue a great rapport that has been established by the service department.
- Responsible to keep all Village equipment and vehicles operational.
- Perform all other duties as assigned or directed by the Mayor.

QUALIFICATION, TRAINING, AND EXPERIENCE:

- High school diploma or general education degree (GED).
- Must have 5 years or more of supervisory experience, general construction and/or street maintenance work.
- Must have a valid Class **B** or higher Commercial Driver Licenses (**CDL**).
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee concerns.
- Ability to recommend and act on the discipline or discharge of other employees.
- Must have good oral, written and interpersonal communication skills.
- Five years of experience in general construction or street maintenance work.
- Able to operate various grounds maintenance, mechanical maintenance and vehicle maintenance equipment including lawn mower, snow blower, garbage packer, dump truck diagnostic equipment, jacks, hoists and welders.
- Must maintain a professional appearance and courteous manner with residents, visitors, contractors, and staff.
- Must be well organized, detail oriented and have the ability to maintain confidentiality.

Posting dates: Open until filled.

The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.